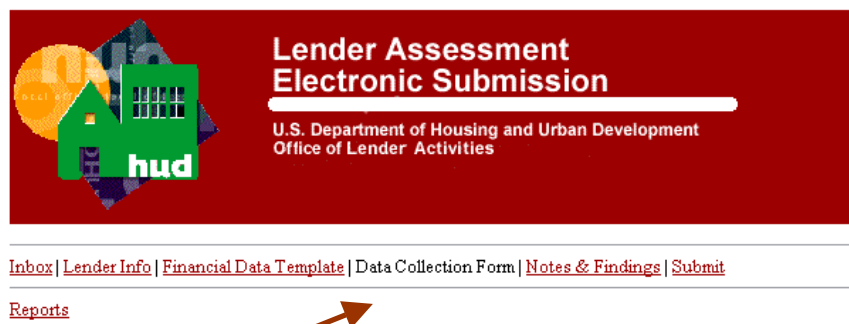


## 5.6 Data Collection Form - General Information

The General Information page is used to enter the applicable Lender and Financial Statement Auditor information for the current submission.

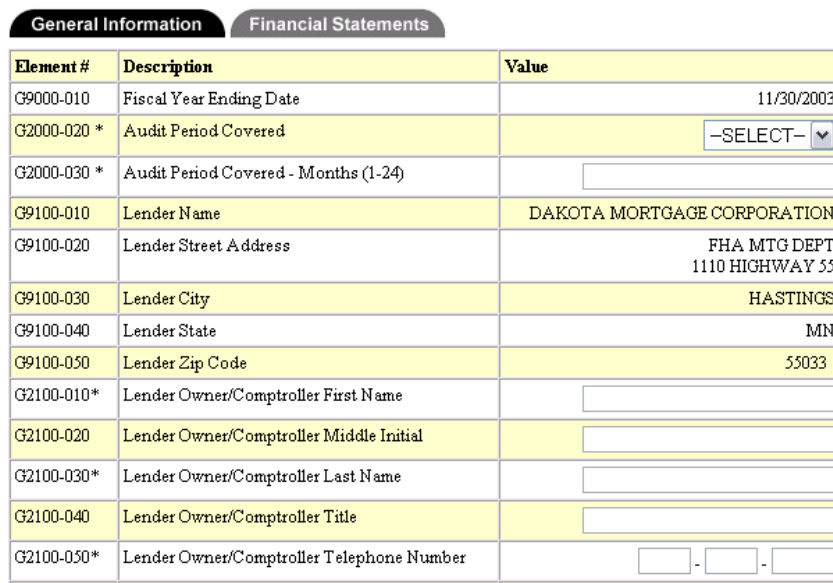
**Note:** To access the Data Collection Form (DCF), click on the 'Data Collection Form' link at either the top or bottom of the page. See below.



The screenshot shows the header for the 'Lender Assessment Electronic Submission' by the U.S. Department of Housing and Urban Development, Office of Lender Activities. Below the header is a navigation menu with links: [Inbox](#), [Lender Info](#), [Financial Data Template](#), [Data Collection Form](#), [Notes & Findings](#), and [Submit](#). Below this is a 'Reports' link. An orange arrow points from the text 'Click here to access the DCF' to the 'Data Collection Form' link in the navigation menu.

Click here to  
access the  
DCF

**Step 1:** After clicking on the 'Data Collection Form' link, completed all applicable line items on the General Information page. See below.



The screenshot shows the 'General Information' tab selected. It displays a table with three columns: 'Element #', 'Description', and 'Value'. The table contains the following data:

Element #	Description	Value
G9000-010	Fiscal Year Ending Date	11/30/2003
G2000-020 *	Audit Period Covered	-SELECT-
G2000-030 *	Audit Period Covered - Months (1-24)	
G9100-010	Lender Name	DAKOTA MORTGAGE CORPORATION
G9100-020	Lender Street Address	FHA MTG DEPT 1110 HIGHWAY 55
G9100-030	Lender City	HASTINGS
G9100-040	Lender State	MN
G9100-050	Lender Zip Code	55033
G2100-010*	Lender Owner/Comptroller First Name	
G2100-020	Lender Owner/Comptroller Middle Initial	
G2100-030*	Lender Owner/Comptroller Last Name	
G2100-040	Lender Owner/Comptroller Title	
G2100-050*	Lender Owner/Comptroller Telephone Number	- -

Partial Template Shown



**Note:** Click the **Line Item Definitions** link for a detailed account explanation of each line item. Enter the line item number for which you would like to retrieve a definition and click the Search pushbutton.

**Step 2:** Line item G2200-009 requires the user to enter in the auditor's Unique IPA Identifier (UII) number.

**Note:** If the user does not know the UII number, please contact the auditor to receive this information. The UII number is a **5-digit** number (the number does **not** begin with the letter I).

If the auditor does not know how to attain a UII number, please reference **Section 1.2 - Auditor Registration** of this manual.

**Step 3:** After completing all of the information on the form, hit 'Save' at the bottom.

**Step 4:** After hitting 'Save' at the bottom, the page will reload and all of the auditor information will be populated. This information will only populate if the correct UII number is entered. See below.

G2200-010	Audit Firm Name
G2200-020	Audit Firm Street Address Line 1
G2200-030	Audit Firm Street Address Line 2
G2200-040	Audit Firm City
G2200-050	Audit Firm State
G2200-060	Audit Firm Zip Code

**Step 5:** The Save button saves the General Information page with the data that has been entered on the page, assuming that there are no errors in the data.

- If errors are generated, an error message will appear either as a pop-up message or on another page depending on the nature of the error. Both types of error messages will indicate the basis of the error so the user can correct it. After all errors have been corrected, repeat **Step 4**.
- If there are no errors, the data will be saved. Proceed to **Step 6**.

**Step 6:** The General Information page refreshes with the saved data.

**Step 7:** Click the 'Financial Statements' tab or the 'Financial Statements' link. The page will refresh and take the user to the Financial Statements page. Proceed to **Section 5.7 - Data Collection Form - Financial Statements**.